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DDA 77-0739

9 February 1977

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Systems Analysis Staff

FROM :   
Executive Officer, DDA

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SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

1. One of the Inspector General recommendations approved by the Acting Director concerns the delegation of approval authority for routine requests to provide assistance to other government agencies. The ADCI's memorandum on this recommendation reads:

Recommendation: That approving authority be delegated by DDA to subordinate levels in cases of routine administrative contacts with other government agencies.

The Office of General Counsel is currently reviewing its memorandum to the IG dated 27 July 1976 which stated that the Director had assured the Chairman of the Intelligence Oversight Board (24 April 1976) that OGC "will review each and every proposed request for Agency assistance to other government components

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This apparently has been the policy which we have been following since that time. I have been informally advised that at the conclusion of this review the Office of General Counsel will likely rule that only those requests covered by Paragraph (3) of Annex E,

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[redacted] should be forwarded to the General Counsel for review. If that ruling is made, the DDA should identify all types of requests for assistance from other agencies which are within the categories in Paragraph (1) of [redacted] and/or for which there is precedent as to legality and propriety. The DDA should ask the General Counsel to concur in the designation of these types of requests as proper and in the delegation of authority to responsible officers with the Directorate of Administration to act on the same.

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2. Please submit those common types of activities for which there is "precedent as to legality and propriety." We will then ask the General Counsel to concur in the delegation of approval authority to provide such assistance to other government agencies. Your response would be appreciated by Friday, 4 March 1977.

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